



## **CITY OF KIRKLAND**

**PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT**

**123 FIFTH AVENUE, KIRKLAND, WA 98033**

**425.587.3225 - [www.kirklandwa.gov](http://www.kirklandwa.gov)**

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### **FINAL PARKING REVIEW APPLICATION**

The Kirkland Zoning Code (KZC) requires that adequate on-site parking be provided for all land uses and specifies parking requirements based on the proposed use (use zone charts) and regulations in KZC Chapter 105. The Planning Department can help an applicant determine the appropriate use listing and related parking requirements. Typically, parking is reviewed with the building permit review for a proposal. However, there are two scenarios where a parking review may require a parking study and review by the City Transportation Engineer. They are:

1. The KZC does not specify a parking requirement for a use and the applicant must provide the necessary parking data for staff to determine the parking demand (see Section I below).
2. An applicant wants to reduce the City's parking requirement. The applicant can request a parking modification review and provide the City with the data as required by the City's Transportation Engineer and as specified in KZC Section 105.103.3.c (see Section II below).

#### **I. Number of Parking Spaces – Not Specified in Use Zones**

There are some instances where the KZC does not list a specific parking space requirement. If the KZC does not specify a parking requirement for a particular use in a particular zone, the Planning Official will establish a parking requirement based on the actual parking demand of existing uses that are similar to the proposed use (KZC Section 105.25). This determination will be made based on the City Transportation Engineer's review of available data and/or the applicant's parking study.

#### **II. Modification to Reduce Number of Required Spaces**

KZC Section 105.103.3.c allows an applicant to decrease the number of required parking stalls if the proposed number of spaces, documented by an adequate and thorough parking demand and utilization study, is sufficient to fully serve the use. The study is required to be prepared by a licensed transportation engineer or other qualified professional and must analyze the operational characteristics of the proposed use which justify a parking reduction. The scope of the study must be approved by the City Transportation Engineer.

Prior to making a decision on the Parking Modification application, public notice regarding the modification request is required. The Planning Official makes the final decision on the request based on a recommendation by the City Transportation Engineer. If the proposed development of the subject property requires approval through Process I, IIA, or IIB, described in Chapters 145, 150 and 152 KZC, respectively, a request for a modification will be considered as part of that process under the provisions of KZC Section 105.103.

#### **Additional Questions?**

For more information about the general parking review process or code requirements, please contact the Planning Department at (425) 587-3235 and ask to speak with a planner. For more information about parking study submittal requirements, please contact Thang Nguyen, Transportation Engineer, Public Works Department at [tnguyen@kirklandwa.gov](mailto:tnguyen@kirklandwa.gov) or (425)587-3869.

## **APPLICATION CHECKLIST**

This application packet is design to obtain all the information necessary to allow the City to make a well informed decision on your application. Please refer to the application checklist below for a list of materials which must be submitted to complete your application. For some applications, it will not be necessary to submit all of the listed materials.

A meeting or discussion with the City Transportation Engineer is required in order to obtain guidance on the application materials that must be submitted. Please consult with Thang Nguyen, Transportation Engineer, Public Works at [tnguyen@kirklandwa.gov](mailto:tnguyen@kirklandwa.gov) or (425)587-3869 to determine which items below should be submitted. Please do not turn in your application until all materials that apply to your proposal have been checked off. A meeting with a planner from the Planning Department is encouraged to discuss City parking requirements.

### **RETURN THIS CHECKLIST WITH APPLICATION TO THE PLANNING DEPT.**

	Required by City	Applicant to Check if Submitted
<b><u>Application</u></b>		
A completed application form	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Applicable Fees</u></b>	<input type="checkbox"/>	<input type="checkbox"/>
Note: Additional review by the City Transportation Engineer in excess of the base fee will be billed on an hourly basis		
<b><u>Plans</u></b>		
A site plan drawn at 1"=20' or comparable scale showing:	<input type="checkbox"/>	<input type="checkbox"/>
a. Property lines	<input type="checkbox"/>	<input type="checkbox"/>
b. Existing and/or proposed structures	<input type="checkbox"/>	<input type="checkbox"/>
c. Parking area(s) with parking stalls numbered	<input type="checkbox"/>	<input type="checkbox"/>
d. Floor plan(s) showing existing and/or proposed tenant spaces.	<input type="checkbox"/>	<input type="checkbox"/>
e. Gross floor area* calculations (include breakdown for each tenant)	<input type="checkbox"/>	<input type="checkbox"/>
f. For residential projects, include total number of units and breakdown of units categorized by number of bedrooms.	<input type="checkbox"/>	<input type="checkbox"/>

	Required by City	Applicant to Check if Submitted
<p><b>Parking Study</b> –Funded by the applicant and prepared by a licensed transportation engineer or other qualified professional. The scope of the study must be approved by the City Transportation Engineer.</p>		
a. Description of the project and proposed use.	<input type="checkbox"/>	<input type="checkbox"/>
b. Description of existing tenant(s) business/use.	<input type="checkbox"/>	<input type="checkbox"/>
c. Parking calculations based on City requirements and gross floor area calculations*		
d. <b>For the subject property</b> , at least two (2) days of data for morning, afternoon and evening hours, or as otherwise approved or required by the City traffic engineer. Other: _____	<input type="checkbox"/>	<input type="checkbox"/>
e. At least two (2) days of data for morning, afternoon and evening hours of <b>an existing comparable use</b> , or as otherwise approved or required by the City traffic engineer. Other: _____	<input type="checkbox"/>	<input type="checkbox"/>
f. If nationally accepted Transportation Demand Management (TDM) measures are proposed, submit data supporting effectiveness of proposed TDM measures.	<input type="checkbox"/>	<input type="checkbox"/>
g. Employee data	<input type="checkbox"/>	<input type="checkbox"/>
h. Customer/visitor data	<input type="checkbox"/>	<input type="checkbox"/>
i. Other data as required by the City Transportation Engineer: _____	<input type="checkbox"/>	<input type="checkbox"/>
j. Analysis of parking demand and utilization data.	<input type="checkbox"/>	<input type="checkbox"/>

\* Gross Floor Area is defined as the total square footage of all floors in a structure as measured from either the interior surface of each exterior wall of the structure or, if the structure does not have walls, from each outer edge of the roof. Exterior areas may constitute gross floor area. See Chapter [115](#) KZC.

**Please check appropriate review application:**
☐ Determine Parking Demand      ☐ Parking Modification Request

**APPLICANT** (Note: If the applicant is not the property owner, the applicant must be authorized as an agent - see next page)

Applicant name: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_ E-mail: \_\_\_\_\_

**GENERAL INFORMATION**

1. Property address (if vacant, indicate lot or tax number, access street and/or nearest intersection): \_\_\_\_\_

2. Tax parcel number(s): \_\_\_\_\_

3. Description of the proposed project (attach additional pages if necessary): \_\_\_\_\_

4. Project data:

Use	Existing Gross Floor Area*	Proposed Gross Floor Area*	Single Family Units	Multi-Family Units
General Office				
Medical/Dental/Vet.				
Retail				
Restaurant				
Industrial/Manufacturing				
Institutional				
Other:				
Residential				

\* Gross Floor Area is defined as the total square footage of all floors in a structure as measured from either the interior surface of each exterior wall of the structure or, if the structure does not have walls, from each outer edge of the roof. Exterior areas may constitute gross floor area. See Chapter [115](#) KZC.

TOTAL GROSS FLOOR AREA OF BUILDING: \_\_\_\_\_

5. Is there an active building permit or has there been any previous zoning permits for the subject property? ☐ YES ☐ NO      If YES, what is the file number? \_\_\_\_\_

6. Have you discussed or met with the City Transportation Engineer regarding the scope of the parking study prior to submitting your application? ☐ YES ☐ NO

YOUR APPLICATION WILL NOT BE PROCESSED UNTIL ALL APPLICABLE ITEMS ON THE CHECKLIST HAVE BEEN SUBMITTED. You may also need approvals from other City departments. Please check this before beginning any activity.

## STATEMENT OF OWNERSHIP/DESIGNATION OF AGENT

The undersigned property owner(s), under penalty of perjury, each state that we are all of the legal owners of the property described in Exhibit A, which is attached to this application, and designate \_\_\_\_\_ to act as our agent with respect to this application.

### AUTHORITY TO ENTER PROPERTY

I/we acknowledge that by signing this application I/we are authorizing employees or agents of the City of Kirkland to enter onto the property which is the subject of this application during the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday, for the sole purpose of making any inspection of the limited area of the property which is necessary to process this application. In the event the City determines that such an inspection is necessary during a different time or day, the applicant(s) further agrees that City employees or agents may enter the property during such other times and days as necessary for such inspection upon 24 hours notice to applicant(s), which notice will be deemed received when given either verbally or in writing.

### HOLD HARMLESS AGREEMENT -- READ CAREFULLY BEFORE SIGNING

The undersigned in making this application certifies under penalty of perjury, the truth and/or accuracy of all statements, designs, plans and/or specifications submitted with said application and hereby agrees to defend, pay, and save harmless the City of Kirkland, its officers, employees, and agents from any and all claims, including costs, expenses and attorney's fees incurred in investigation and defense of said claims whether real or imaginary which may be hereafter made by any person including the undersigned, his successors, assigns, employees, and agents, and arising out of reliance by the City of Kirkland, its officers, employees and agents upon any maps, designs, drawings, plans or specifications, or any factual statements, including the reasonable inferences to be drawn therefrom contained in said application or submitted along with said application.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

#### Applicant

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

#### Agent (Other than Applicant)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

#### Property Owner #1

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

#### Property Owner #2

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**EXHIBIT A**  
**LEGAL DESCRIPTION**